

## **POSITION SUMMARY**

Under the general direction of the Executive Director, Serve Wisconsin, is responsible for overseeing federal funds intended to promote community service and volunteerism throughout Wisconsin.

This position develops policies and procedures, conducts program planning, monitoring, and evaluation for federal AmeriCorps funds, and functions as a technical expert to local and state government agencies and nonprofit organizations related to federal and state laws, regulations, and policies.

This position works independently to provide complex financial oversight of organizations receiving AmeriCorps funding. This position conducts financial desk reviews, provides financial technical assistance to grant recipients and grant applicants, monitors expenditures and financial reporting, and conducts on-site evaluations to evaluate compliance with complex federal and state statutes and regulations.

Additional duties include assisting the Executive Director in planning and developing operational policies, administrative and programmatic support in oversight of AmeriCorps programs and select activities and projects that further the mission of Serve Wisconsin, and strengthening Serve Wisconsin's relationship with stakeholders including federal contacts, elected officials, administrators of non-profit organizations and the general public. State and national travel is required.

The Program and Policy Analyst Advanced position performs advanced professional work under general supervision with considerable latitude for the use of initiative and independent judgment.

## **TIME GOALS AND WORKER ACTIVITIES**

### **40% A. Provide financial oversight of organizations receiving AmeriCorps funding.**

A1. Interpret complex and often vague federal policies and guidance to ensure AmeriCorps programs comply with complex state and federal rules and regulations to maximize results with federal, state, and Serve Wisconsin requirements, policies, procedures, and practices.

A2. Develop a subgrantee financial risk assessment.

A3. Conduct financial monitoring activities and site visits. Activities include but not limited to:

- Perform AmeriCorps specific financial desk reviews for subgrantee accounting systems to assess overall adequacy and compliance with laws, regulations, terms and conditions and acceptable accounting practices.
- Review documentation of financial transactions to determine a basis for a conclusion about the presence or absence of acceptable accounting and/or programmatic system.
- Write report of financial monitoring findings.
- Works with involved parties to resolve findings.
- Review corrective action plans through subsequent monitoring of issue areas to determine whether acceptable levels of improvement are occurring.

A4. Works with the Serve Wisconsin team to identify non-compliance issues and develop recommendations to resolve non-compliance ranging from corrective action plans to termination of grant awards; develops and monitors corrective action plans for organizations in assigned portfolio.

A5. Keeps manager informed of all significant developments, and immediately alerts management of any possible signs of fraud or mismanagement of funds.

A6. Provides training to ensure AmeriCorps programs comply with rules and regulations.

A7. Works closely with managers or appropriate personnel to create policies and guidance related to the financial management of federal grants that are aligned with the federal statute and regulations.

A8. Assists in the creation of user-friendly financial guidance for the AmeriCorps program directors and other grant recipients.

**40%    B. Manage an assigned AmeriCorps program portfolio for compliance and performance measure accomplishment to maximize results with federal, state, and Serve Wisconsin requirements, policies, procedures, and practices.**

B1. Reviews and approves grantee reimbursement requests for consistency and allowability of costs in accordance with policies and procedures and grant terms and conditions.

B2. Maintains accurate records of grantee expenditures.

B3. Provides high quality customer service and proactively provides written and verbal feedback to organizations in assigned portfolio to build relationships and foster continuous improvement.

B4. Manage special projects within a focus area, such as AmeriCorps program income, in-kind documentation, other grant compliance issues, or training and resource development.

B5. Serve as primary contact for assigned portfolio to provide guidance and technical assistance, including being the liaison to federal contacts.

B6. Monitor assigned AmeriCorps programs' compliance with federal and state requirements through site visits and progress report reviews.

B7. Plan, organize and execute trainings for Wisconsin AmeriCorps programs.

B8. Develop and maintain instructional documents for Wisconsin AmeriCorps programs.

B9. Support AmeriCorps program alignment with the Wisconsin State Service Plan.

**15% C. Participate in selecting AmeriCorps program subgrantees, meeting State Serve Plan goals and meeting all commission grant and programmatic goals.**

C1. Assist the Executive Director in the administration of the AmeriCorps grants including selection, oversight and evaluation of grant recipients.

C2. Assists in monitoring the internal finances of Serve Wisconsin.

C3. Assist in collecting program data to effectively and efficiently report to the Corporation for National and Community Service and elected officials and for marketing efforts.

C4. Represent Serve Wisconsin at meetings, conferences, events and other functions, including making remarks or presentations.

C5. Strengthening Serve Wisconsin's relationship with stakeholders including federal contacts, elected officials, administrators of non-profit organizations and the general public.

**5% D. Other duties as assigned by the Executive Director.**

**Knowledge, Skills and Abilities**

1. Ability to perform financial desk reviews of subgrantees.
2. Analyze, interpret, apply rules, evaluate and make recommendations on accounting policies and procedures.
3. Knowledge of generally accepted accounting principles.
4. Knowledge of acceptable internal controls practices and other principles used as good financial management practices.
5. Ability to develop and implement a risk-based monitoring strategy.
6. Ability to develop and present effective technical assistance and training materials.
7. Ability to effectively communicate, both orally and in writing, financial methods, practices, assessments, and monitoring results.
8. Ability to effectively maintain working relationships with subgrantees.
9. Ability to identify, critically analyze and solve problems.
10. Ability to independently organize and prioritize work.
11. Effective interpersonal skills.
12. Attention to detail.
13. Knowledge of AmeriCorps programs and operations.
14. Knowledge and ability of federal grants application, processing, etc.
15. Knowledge of program planning concepts and techniques.

**Special Requirements**

- Possession of a valid Wisconsin Driver's license or ability to provide own transportation statewide is required.